

Frequently Asked Questions and Answers
Electronic Submission of
Public Housing Assessment System (PHAS)
Certification Form HUD-50072
To HUD's Real Estate Assessment Center

August 1999

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Question No. 1. Are all Public Housing Agencies (PHAs) required to submit a PHAS Management Certification to the Real Estate Assessment Center (REAC)?

Answer No. 1. All PHAs that operate the Public Housing Program are required to submit a PHAS management operations certification to REAC, with the exception of some of the PHAs that are under the Moving to Work Program.

Question No. 2. Are PHAs required to submit the management operations certifications to REAC electronically?

Answer No. 2. Yes. PHAs are required to electronically submit certification on performance under each of the management operations sub-indicators.

Question No. 3. If a PHA does not have the capability in-house to electronically submit the certification, what should the PHA do?

Answer No. 3. If a PHA does not have the capability in-house to electronically submit the certification, the PHA should consider utilizing local resources, such as the library or another local government entity that has Internet access. In the event local resources are not available, a PHA may go to the nearest HUD Public Housing (PH) program office and assistance will be given to the PHA to transmit the PHAS management certification.

Question No. 4. Given HUD's new electronic submission requirements, will PHAs be required to maintain a hard copy of the certification in their files?

Answer No. 4. The Department is placing extra emphasis on the importance of a PHA's maintenance of documentation to support its PHAS certification (especially documentation related to Management Operations Certification). Without documentation, an independent auditor review is impossible and a PHA is subject to scoring a zero for PHAS indicators requiring PHA self-certification. Therefore, a PHA is required to maintain documentation related to its PHAS score for a period of three years.

Question No. 5. Can someone other than the Executive Director enter the certification data in the Management Assessment Subsystem (MASS)?

Answer No. 5. The certification shall be approved by PHA Board resolution, and signed and attested to by the Executive Director. The PHA may designate an individual to perform the data entry. The PHA will be responsible for electronic submission of the certification to REAC through secure connection. Instructions to apply for a coordinator or "User ID" in secure connection can be found at REAC's web site http://www.hud.gov/reac/apply_message.html.

Question No. 6. How long must a PHA maintain documentation supporting its management operations certification submission?

Answer No. 6. PHAs shall maintain documentation for 3 years verifying all certified sub-indicators and components for HUD on-site review.

Question No. 7. Are PHAs permitted to request modifications and exclusions on PHAS management operations sub-indicators?

Answer No. 7. The need for modifications and exclusions has been significantly diminished in the PHAS because a third party independent auditor will independently verify the indicators, sub-indicators and components. Consequently, modifications and exclusions no longer apply.

Question No. 8. How will PHAs be scored on their management operations certifications?

Answer No. 8. Of the total 100 points available for a PHAS score, a PHA may receive up to 30 points for its management operations certification. In order to receive a passing score under the management operations indicator, the PHA's score must fall at or above a minimum threshold of 18 points or 60 percent of the available 30 points. The 30 points will be allocated in the following manner:

- 8 points - Vacancy Rate/Progress to Reduce and Unit Turnaround Time
- 6 points - Capital Fund
- 4 points - Rents Uncollected
- 4 points - Work Orders
- 4 points - Inspection of Units and Systems
- 4 points - Security and Economic Self-Sufficiency

Question No. 9. When are PHAs expected to begin submitting the required management operations certifications electronically to REAC?

Answer No. 9. The PHAS becomes effective for all PHAs with fiscal years ending on and after September 30, 1999. PHAs with fiscal years ending September 30, 1999, are the first to submit electronic management operations certifications. Certifications are to be submitted within two months after the end of the PHA's fiscal year.

Question No. 10. Where can a PHA obtain information pertaining to PHAS and the Management Assessment Subsystem (MASS)?

Answer No. 10. For information on PHAS and MASS, please visit the REAC Web site on the HUDweb. HUD's web site is <http://www.hud.gov.reac>.

Question No. 11. Will HUD/REAC provide any guidance or training on MASS and the new electronic submission requirements?

Answer No. 11. Yes. A User Guide will be available on REAC's web site and a Distance Learning Satellite Broadcast will be conducted prior to implementation. Please visit HUD's web site for the most up-to-date information.